

FIRE DEPARTMENT LETTERHEAD

[need department's legal name, street address, PO Box #, city, state and ZIP code plus phone/fax numbers and website address as available]

[DATE]

U.S. Fish and Wildlife Service (FWS)

Attention: Mr. Brian McManus, Region 3 Fire Management Coordinator

1 Federal Drive

Fort Snelling, MN 55111-4056

Dear Mr. McManus:

Our Fire Department hereby submits its application for a grant under the Rural Fire Assistance program. The required forms SF424, SF424A and SF424B have been completed and are attached to this letter for your consideration.

Our Project Manager's name is _____. The name of our Responsible Official who is authorized to act for the Department is _____.
(See Statement of Joint Objectives for definitions)

NOTE: [List your wildland fire fighting equipment, supplies and/or training that the department needs by line itemization (complete with unit price and quantity requested, as applicable) here. Prices must approximate your SF424A Section B subcategory amounts. Explain how the federal funds will improve the department's capability to fight wildfires and also explain to what degree your fire department has been and can be of assistance to the local federal wildlife refuge or wetland management district; i.e., proximity to federal wildlands, history of helping put out wildfires on federal property, etc.. The lists can be added as an attachment to the cover letter if preferred].

We have a fire protection agreement with _____ NWR/WMD. A copy of our fire protection agreement covering assistance to the local FWS Refuge or wetland Management District is enclosed as proof of our compliance with this prerequisite for obtaining an RFA grant.

[ADD other information as desired **and** whether your department is applying for any other similar assistance].

Sincerely,

[title/name of Chief or other official]

Enclosures

C:\New Folder\2003 RFA\2003 Fire Dept App Ltr Sample

SAMPLE